



NORTH CAROLINA NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



POSITION AND DUTY MOS: Admin, 19K20	RANK/GRADE: SGT/E5 (Minimum SPC/E4 w/ BLC)	<input type="checkbox"/> NATIONWIDE <input checked="" type="checkbox"/> NCARNG SOLDIERS ONLY	ANNOUNCEMENT #: AGR-FTM 2018-04
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UNIT, LOCATION, POC:

D Trp 150th CAV/ Sanford, NC

POC: SFC Christopher Maske (984) 661-2621

christopher.e.maske@mail.mil**OPENS:**

1 November 2017

CLOSES:

30 November 2017

POSITION DESCRIPTION: Responsible for accomplishing the commander's plans and programs to attain the unit's training and mobilization readiness objectives. Prepares reports, briefing materials and correspondence related to training as required by the Readiness Officer, the commander and higher headquarters. Assists in unit recruiting and retention activities. Performs administrative and personnel duties in support of assigned unit. Advises commander and staff on personnel issues. Prepares memorandums, endorsements, messages, evaluation reports, strength and attendance reports, pay actions, and a variety of other personnel and administrative actions. Publishes and distributes unit orders. Prepares, sorts, and distributes incoming and outgoing correspondence. Maintains unit reference library. Safeguards and manages unit supplies and equipment. Performs other military duties as required by mission.

QUALIFICATION REQUIREMENTS: **Must be qualified in or meet prerequisites for MOS 19K in accordance with DA Pam 611-21 (PMOS, SMOS, AMOS). ANY NON-QUALIFIED APPLICANT WILL BE CONSIDERED FOR INTERVIEW.**

Must meet height/weight standards of AR 600-9 and present good military bearing. Must participate in physical fitness training in accordance with applicable regulations. Must have the appropriate security clearance as prescribed by the MOS and duties assigned within the unit. Must meet retention medical/physical standards of Chapter 3, AR 40-501. Must be able to complete a 3 year initial tour prior to completing 18 years of Active Federal service or the date of mandatory separation. Must be able to complete all military education requirements as determined by JFHQ-NC/NGB. Must meet other entrance requirements of AR 135-18. Note: Most soldiers previously involuntarily separated from active duty or reserve status are not eligible for entry on AGR duty.

PLEASE READ DISCLAIMER: You, the applicant, are responsible for the completion and turn-in of your application, all contents and attachments. Please insure that all required documents (As Applicable) on the checklist are included with your application. **INCOMPLETE APPLICATIONS WILL BE CONSIDERED "NOT QUALIFIED" AND, WILL BE RETURNED WITHOUT ACTION (RWOA).** **DEPLOYED APPLICANTS:** If you are deployed, submit a memo stating the following: you are deployed, tentative date of your redeployment and include all POC information – i.e. DSN phone numbers and all email address (es). The documents listed above must be enclosed (photocopies only – do not send originals) Applications and associated documents will not be considered for future vacancy announcements. Do not submit original documents. **EMAIL ALL APPLICATIONS TO:** ng.nc.ncarng.mbx.hro-agr@mail.mil. Applications must be received in the HRO inbox no later than 1630 hours (EST) on the closing date of the announcement.

THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units and MOSs, some positions may have gender restrictions.

NCARNG
AGR APPLICATION CHECKLIST

REQUIRED FROM ALL APPLICANTS:

____ 1. AGR Application Checklist and Email address **(primary and secondary – hand written or typed)**

PRIMARY _____

SECONDARY _____

____ 2. Application

____ **(M-Day)** NGB Form 34-1 AGR Application, can be found at
<https://nc.ng.mil/resources/careers/AGR%20Documents/Forms/AllItems.aspx>

____ **(AGR)** OTAGNC Form 690-101, AGR Mobility Application, can be found at
<https://nc.ng.mil/resources/careers/AGR%20Documents/Forms/AllItems.aspx>

____ 3. Individual Medical Readiness Record **(within last 12 months to be valid)**

- Accessible through Army Knowledge Online (AKO) or unit full time personnel

____ 4. DA Form 2166-8 or 2166-9 series (NCOER) – (last 3 copies)
DA Form 67-8/9 or 10 series (OER) – (last 3 copies)

- Accessible through iPERMS

____ SPC/E4 or a newly promoted SGT (Do not have 3 NCOERs), Need a letter of recommendation from Unit Commander or senior NCO (SFC/E7 or above)

____ 5. Certified copy of Enlisted Record Brief (ERB)/Officer Record Brief (ORB) **(Must be certified by unit to be valid)**

____ 6. Statement of Active service

____ **(M-Day)** NGB Form **23/23B** Retirements Points History Statement (RPAM)
(Must be pulled in last 30 days to be valid)

- Accessible through unit full time personnel

____ **(AGR)** Current AGR Orders **(Must be pulled in last 30 days to be valid)**

____ **(Army Reserve/Regular Army ONLY)** DA Form 1506 Statement of Service

____ 7. All Certificate of Release or Discharge (DD Form 214, DD Form 220, or any accompanying DD Form 215, if applicable. **(DD 214 must have items 23-30 included to be valid)**

- Accessible through iPERMS

____ 8. DA Photo **(required for 1LT and above, CW2 and above, and SSG and above)**

- Taken within 24 months is required
- DA photographs valid for 5 years

____ 9. Digital photograph **(required for E4 & E5 ONLY; See AGR Application photograph requirement attachment)**

NCARNG
AGR APPLICATION CHECKLIST

____ 10. **(AGR ONLY)** Letter of Recommendation from BDE AO.

Additional Required Documents AGR and MDAY:

____ 1. DA Form 705

____ (M-Day) reflecting latest APFT **(must be current within 1 year to be valid)**

____ (AGR) reflecting latest APFT **(must be current within 6 months to be valid)**

____ DA Form 3349 Physical Profile (for alternate APFT).

____ 2. DA 5500/5501 Body Fat content worksheet (If Applicable)

____ **(must be within 6 months to be valid)**

- Accessible through iPERMS

____ 3. All DA 1059s **(Officer and NCO Education schools and MOS Qualification Schools)**

- Accessible through iPERMS

____ 4. Memos to President of Board for missing or deficient items (If Applicable)

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ALL PACKETS MUST BE SUBMITTED VIA EMAIL TO:

ng.nc.ncarng.mbx.hro-agr@mail.mil.

NO MAILED OR HAND DELIVERED APPLICATIONS/DOCUMENTS WILL BE ACCEPTED. NO EXCEPTIONS!

E4 & E5 ONLY

AGR APPLICATION PHOTOGRAPH REQUIREMENTS

- Any digital photograph that meets general guidelines of a DA Photo herein is acceptable.
- Photograph may be current or have been taken within the last 5 years.
- Photograph must be color print.
- Photograph must be named SSN_photo.jpg for example 123456789_photo.jpg.
- No headgear in photograph.
- Photograph must be 3/4 length, standing pose; body turned to Soldier's right approximately 30 degrees from axis of camera to subject; head facing camera, feet slightly apart, hands at side.
- Soldier's name and date of photograph must be affixed to the front upper left margin of photograph, such as in an official military photograph.
- Awards and decorations on uniform must match entries on ERB.
- New photo should be taken if weight changed significantly from last photo.
- Soldiers are highly recommended to wear the Army Service Uniform or Class A, however; the Army Combat Uniform is acceptable.

